



## **Techniques for Editing and Proofreading Documents**

People often use the terms editing and proofreading interchangeably, but they are two different stages of the revision process. This 2-hour course, led by Melany Felton or Charon Mckinley, focuses on how to produce more professionally written business documents.

The following session is offered in 2010:

- Wednesday, June 30 from 9 am – 11 am

### **Organization Development & Training Division**

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.